

City of Chelsea Job Posting

Position: Program Assistant, Part-time

Dept: Chelsea Community Schools, Dept. Health & Human Services

Salary: \$12 - \$15 per/hour

PROGRAM ASSISTANT

Duties: The Program Assistant will perform a variety of clerical duties that support the weekday programs housed at the Williams School, 180 Walnut Street, Chelsea, MA. Responsibilities shall include: the organization and maintenance of a variety of records and materials, handles registration documents and cash transactions, the ability to analyze situations accurately and take effective action to insure a positive experience for all Chelsea Community Schools participants.

Requirements: **Bilingual capabilities (English/Spanish) required.**), High School diploma required with post-secondary degree preferred. Excellent organizational skills; detailed oriented, ability to handle multiple task simultaneously. Strong computer literacy skills (MS Office Suite including MS Access Experience working effectively with community based programs and handles multiple priorities effectively,. Candidates must be able to work **Monday, Wednesday, Friday 3:30 – 9:00pm.**

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov Application will be accepted until position is filled. The City of Chelsea is an Equal Opportunity Employer.

